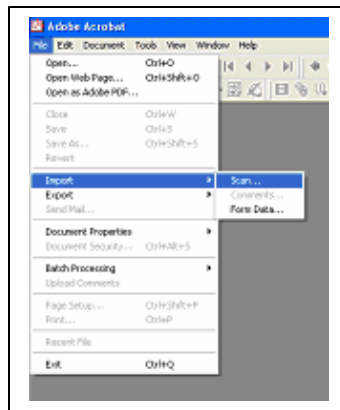


1.) Open Adobe Acrobat

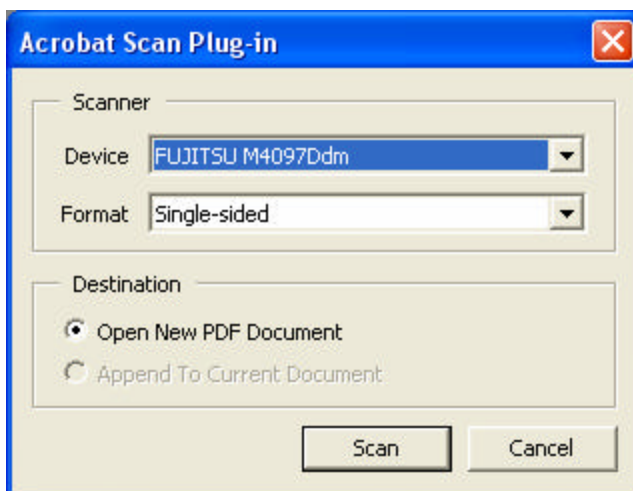
2.) Click File

Import

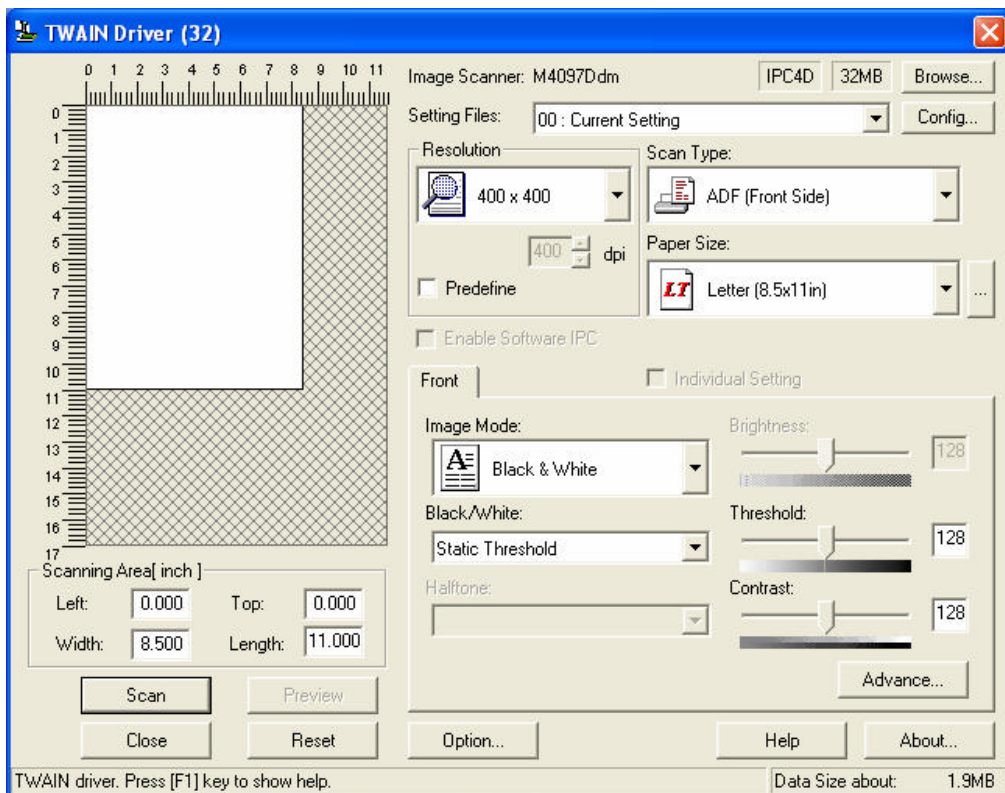
Scan



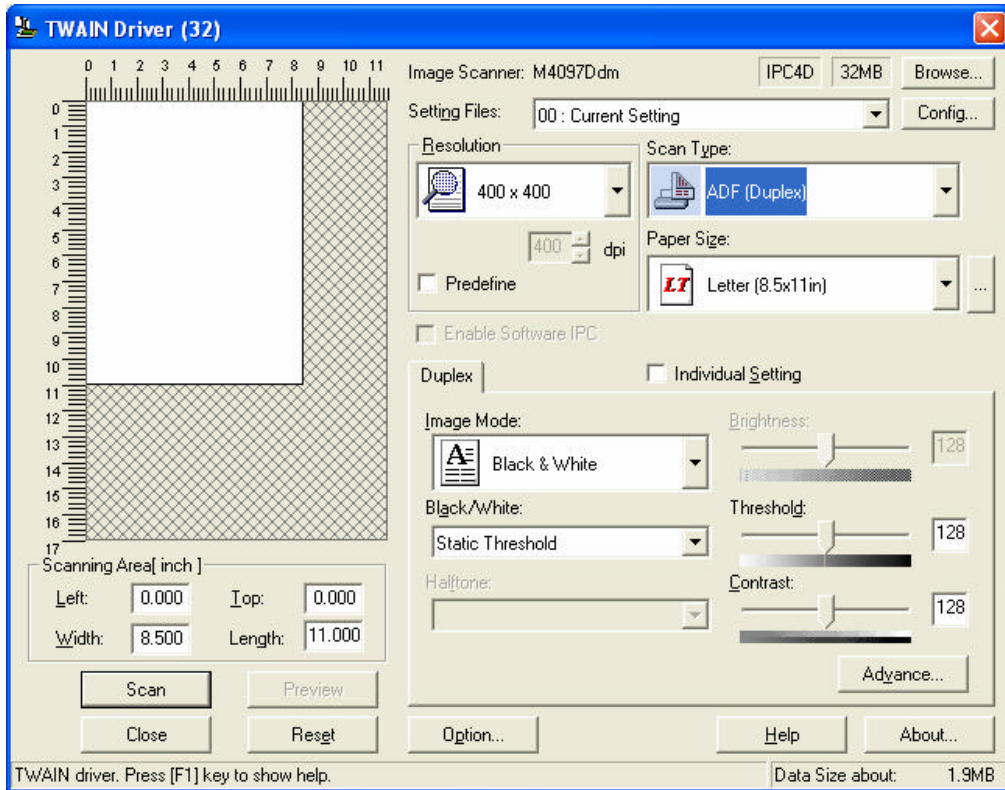
3.) Select the Device shown above, then click on “Scan”



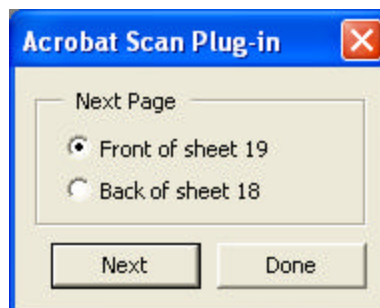
4.a.) For **single-sided** scanning make the following selections and Click “Scan”.



4.b.) For **double-sided** scanning make the following selections and Click “Scan”.

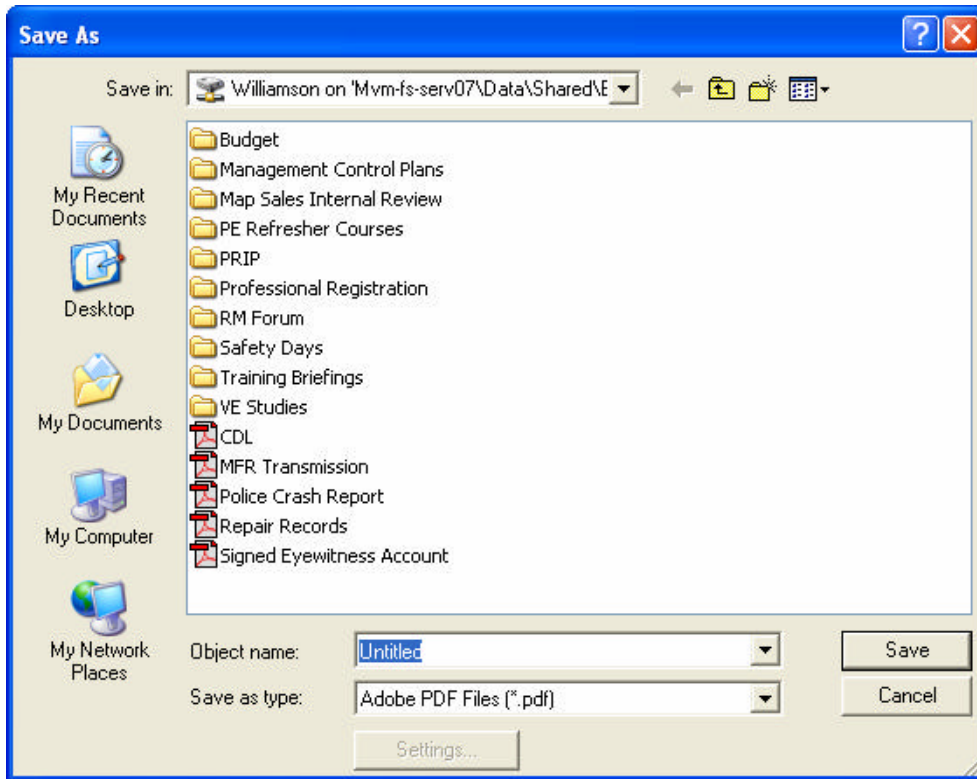


- 5.) Once you are through scanning, the following window will pop-up.
- Click “Done,” if you are done scanning pages for this document.
 - If there are more sheets that need to be added to this document, then you will click the next button to continue with scanning and adding more pages to your document.



- 6.) Decide where you want to save the file. You can save files across the network from the scanning machine to your machine.

For ED-E, use “Mvm-fs-serv07\Data\Shared\ED\Williamson



- 7.) Once the file is saved in the chosen location, you are finished, and the Adobe Acrobat Reader will appear with the complete document.
- 8.)
- If you do not have any more documents to be scanned, then you will need to close Adobe Acrobat and log off the machine.
 - If you have another document to scan, you will need to repeat steps 2-6 above until you have completed all scans.